



**Ethics Commission
Minutes
Black-Eyed Susan Conference Room
Meeting No. 16-01
Thursday, January 21, 2015 at 6:30 PM**

Commissioners Present: Eugene Thirolf, Kris Dighe, Jaime Espinosa,
Rosanne Hurwitz (arrived 6:52 p.m.),

Commissioners Absent: Kathleen Conway

City Staff : Debra Daniel and Eliot Schaefer

I. Convene

Convene meeting.

II. Approval of Agenda

Motion to approve the agenda was made by Commissioner Dighe, seconded by Commissioner Espinosa, and passed unanimously (3-0).

III. Approval of Minutes

November 19, 2015 – Motion to approve minutes from the November 19, 2015, was made by Commissioner Dighe, seconded by Commissioner Espinosa, and passed unanimously (3-0).

Commissioner Hurwitz joined the meeting at 6:52 p.m.

IV. Ethical standards of conduct for employees

The Commission discussed the draft Ethical Standards of Conduct form that was drafted by Commissioner Espinosa. The Commission discussed revisions and clarifications that should be made to the form. City Staff agreed to revise the form based on the Commissioners' discussion and provide a revised draft to the Commission.

V. Secondary employment form

The Commission discussed the revised Secondary (Outside) Employment form that was drafted by Chair Thirolf. The Commission discussed revisions and clarifications that should be made to the form. City Staff agreed to meet with Human Resources to discuss the guidelines contained in the form. City Staff also agreed to revise the form based on the Commissioners' discussion and provide a revised draft to the Commission.

VI. Old/New Business

- a. The Commission briefly discussed the following matters, which the Commission intends to address at future meetings:
 - i. Revising the Financial Disclosure Form.

- ii. Recommending amendments to Chapter 16, “Public Ethics,” of the Rockville City Code.
 - iii. Implementing an ethics training program.
- b. The Commission’s next meetings are: February 11, 2016 and March 10, 2016.

VII. Adjournment

Motion to adjourn was made by Chairman Thirolf, seconded by Commissioner Dighe and passed unanimously (4-0).